

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **January 15, 2015** at **5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: KATHY PLETCHER, CHAD BIANCHI, CARLA BUBOLTZ, JOHN VAN DYCK, BOB NIELSEN, and VICKY VAN VONDEREN

EXCUSED: NATHAN JESKE, TIM NIXON, and CHRISTOPHER WAGNER

ALSO PRESENT: Kimberly Young, Lori Denault, Sue Lagerman, and Curt Beyler (staff). Becky Phillips (Southwest Branch Library Coordinator)

1. CALL TO ORDER President Kathy Pletcher called the meeting to order at 5:23 p.m.

2. APPROVE CONSENT ITEMS

a. Agenda K. Pletcher suggested to move agenda item 12a to follow item #15.

b. Minutes There were no changes to the minutes and they stand approved.

3. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

No one from the public was present to address the Board.

4. ANNUAL ELECTION OF OFFICERS

The President will follow up on naming nominating committee. The annual election of officers is deferred to the February meeting.

5. LIBRARY BUSINESS

a. Information Services Report The December Information Services Report was presented and there were no questions. L. Denault updated the Board that BCTS called and offered two digital display monitors to the library – recommending to install them at two of our branches.

b. Financial Manager's Report, Bills and Donations There were no bills out of the ordinary. L. Denault distributed the November financial statement including a narrative on the statement and the November Gifts, Grants and Donations reports. As of November, estimates show a savings in BCTS chargebacks. **Motion** by V. Van Vonderen, seconded by C. Bianchi, to approve the November financial statement and Gifts, Grants & Donations as follows:

Brown County Library Gifts, Grants & Donations Report November 2014

Gifts & Donations

11/01/14	Central Donation Box (various donors)	15.40	Children's Garden
11/06/14	Friends of Brown County Library	1,019.00	Ashwaubenon Signage
11/26/14	Central Donation Box (various donors)	114.50	Children's Garden
11/26/14	Branch Buddies of Brown County Library	38.23	East Event
11/26/14	Friends of Brown County Library	169.30	Kress & Southwest Events
11/26/14	Friends of Brown County Library	266.50	Ashwaubenon Supplies
11/01/14	Ashwaubenon	54.64	Donation Box
11/01/14	Bookmobile		Donation Box
11/01/14	East	57.22	Donation Box
11/01/14	Weyers/Hilliard	16.31	Donation Box
11/01/14	Central Circulation		Donation Box
11/01/14	Kress	21.19	Donation Box
11/01/14	Pulaski	8.10	Donation Box
11/01/14	Southwest	21.08	Donation Box
11/01/14	Wrightstown	14.34	Donation Box
	Total Donations	\$ 1,815.81	

Motion carried.

c. Facilities Report

i. Update from Facilities Committee

V. Van Vonderen suggested tabling this agenda item until J. Van Dyck arrives.

There was discussion surrounding the approval of the requests for budget adjustments. Approval does not imply approval of funding the project. There is a feeling of uncomfortableness among the Board because these requests were not presented by the Board and don't align with the Board's strategic vision for the library. V. Van Vonderen suggested tabling these agenda items until J. Van Dyck arrives.

6. APPROVE BUDGET ADJUSTMENT REQUEST Reallocate Library tax levy dollars transferred to the Central Library Renovation Capital Project fund in 2012 for the purpose of Design and Engineering costs associated with the expansion of the Southwest Branch Library (per the request of the Education and Recreation Committee).

7. APPROVE BUDGET ADJUSTMENT REQUEST Reallocate Library tax levy dollars transferred to the Central Library Renovation Capital Project fund in 2012 for the purpose of Architect costs associated with the expansion of the Southwest Branch Library.

8. APPROVE 2015 LIBRARY CLOSURES Motion by C. Buboltz, seconded by C. Bianchi, to approve the 2015 library closures as follows:

2015

January 1, 2015 (Thu)	New Year's Day (Paid holiday)
April 5, 2015 (Sun)	Easter (Unpaid)
May 25, 2015 (Mon)	Memorial Day (Paid holiday)
July 3, 2015 (Fri)	Independence Day Observance (Paid holiday)
July 4, 2015 (Sat)	Independence Day
September 7, 2015 (Mon)	Labor Day (Paid holiday)
November 26, 2015 (Thu)	Thanksgiving Day (Paid holiday)
December 24, 2015 (Thu)	Christmas Eve (Paid holiday)
December 25, 2015 (Fri)	Christmas Day (Paid holiday)
December 31, 2015 (Thu)	New Year's Eve (Library closes at 5:00 pm.)

2016

January 1, 2016 (Fri)	New Year's Day (Paid holiday)
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Central Library Summer Hours

The Central Library will begin its summer schedule of Sunday closings on Sunday, May 24, 2015 and continue through Sunday, September 6, 2015. Summer hours for Saturdays will begin on Saturday, May 30, 2015 and continue through Saturday, September 5, 2015.

Motion carried.

9. BUDGET No update.

10. OLD BUSINESS K. Pletcher reported that a summons and complaint had been served to Outagamie County regarding their outstanding bill. It was suggested to invite Corp Counsel, Kristin Hooker, to the February Board meeting to answer questions about next steps and potential outcomes.

11. PRESIDENT'S REPORT

a. Director Search Update Interviews have been completed and the entire process went very well. K. Pletcher complimented Administration and staff. County Department Heads, Ed & Rec, NFLS staff, Friends of the Library Board and staff were invited to a Meet & Greet where each candidate gave a brief presentation and participated in Q&A. The Personnel Committee and K. Young dined with each of the candidates. Positive feedback was received from the candidates regarding the interview process, management team, and staff. The search consultant also shared positive feedback received from candidates. Another valuable piece was the interview feedback form that asked for positives and negatives (green lights and red flags). This form was distributed to those

attending the Work Rules/Supervisor interview and anyone who attended the Meet and Greet. Results were compiled and shared anonymously with the Personnel Committee. The Board is pleased that all levels of staff were involved.

b. Board representation at mandated meetings The Board President attends many meetings and would like to share those responsibilities. Examples include Ed & Rec on the first Thursday of each month; staff development meetings; etc. K. Pletcher will compose a list and send it out and it will be discussed at the February meeting.

12. PERSONNEL COMMITTEE

a. Approve Recommendation of the Personnel Committee in the hiring of the Library Director

13. NICOLET FEDERATED LIBRARY SYSTEM (NFLS)

a. Approve 2014 Collection Development Grant Evaluation Report Motion by C. Buboltz, seconded by V. Van Vonderen, to approve the 2014 Collection Development Grant (\$24,114) Evaluation Report. **Motion carried.**

b. Approve 2015 Collection Development Grant Application Motion by C. Buboltz, seconded by C. Bianchi, to approve the 2015 Collection Development Grant Application in the amount of \$25,326. **Motion carried.**

c. NFLS Lease Update The NFLS Board approved NFLS' decision to move out of the Central Library to a commercial space located on Allouez Avenue sometime in March or April. V. Van Vonderen reported on a collaborative meeting space in downtown Green Bay and suggested that a similar structure could be an opportunity for the library.

J. Van Dyck joined the meeting at 6:10 p.m.

C. Beyler and K. Young also visited the site and were asked how that idea could be adapted to the third floor. K. Young mentioned that the Village of Pulaski approached her about doing the same thing at the Pulaski Branch. V. Van Vonderen stated that this is a good opportunity. The library's current reservation system could potentially be used to reserve space. C. Bianchi suggested using other avenues to funnel clientele. There may be students that could design a floor plan. Advertising ahead of time may cultivate synergy. J. Van Dyck offered to seek out help for design at NWTC. C. Beyler suggested calculating potential income to determine lucrativeness. This concept has the potential to improve service to the community. This discussion will continue in February.

5.c.i. Facilities Committee Update (deferred from earlier) J. Van Dyck reported on the last facilities committee meeting. The Central Library deserves a separate conversation because there are so many options. A base assumption that the library was staying where it is was agreed upon. There was much discussion about what kind of library the library should be. The committee also agreed that a second assumption would be that the library would be traditional. These two base assumptions are a conversation starting point. To begin, here is a need to update the Children's Department; the Local History & Genealogy department; computers; and mechanicals. The Board has to collectively decide to move forward. Numerous studies that were previously conducted are getting dated. It will take staff time to determine what things will look like. The process isn't far enough along to warrant bringing in an architect. Where does the Board want to go? This is option A.

What is option B? K. Young described 'traditional' as what we call reference, things we have now and centralized. She suggested reinventing what they will be: Children's Department to Children's Learning and Discovery. While maintaining some tradition, what could Local History and Genealogy look like? What would a computer center look like that is attractive to users? Changing the look and feel will attract new users. There needs to be a blend of both tradition and new while moving forward into the future. C. Bianchi commented that we cannot pigeonhole the library as traditional. K. Young also spoke about decentralization – does the library need this much space at this location? Should smaller locations be increased in size? K. Pletcher encouraged thinking further outside the box.

Discussion turned towards mechanicals. Reconfiguration of this large system could require a move out. C. Beyler has a previous plan for updating half the building at a time. Electrical is probably fine but would need new panels. B. Nielsen commented that disruption of service to library users needs careful consideration.

J. Van Dyck noted that sometimes it is easy to get caught up in the building itself and not what goes on inside the building. If a decision can be made about what is wanted and needed on the inside then it can be determined if it will work in the building itself. He stressed that decisions have to start being made or nothing will happen. V. Van Vonderen reminded about the importance of aligning the library's vision and mission with the strategic plan.

While outside, professional help is probably needed, as B. Nielsen implied, J. Van Dyck suggested that since a new director will be starting in March that maybe this topic should be suspended for a month or two. Smaller branches also have to be considered. J. Van Dyck will put together information on other branches and have it ready for next meeting.

J. Van Dyck advised that the library should be fully prepared regarding Pulaski's plans. K. Young has met with the village's hired consultant and stated that they already have a really cool idea of a free business incubator space. There are still a lot of questions.

6. APPROVE BUDGET ADJUSTMENT REQUEST Reallocate Library tax levy dollars transferred to the Central Library Renovation Capital Project fund in 2012 for the purpose of Design and Engineering costs associated with the expansion of the Southwest Branch Library (per the request of the Education and Recreation Committee). (deferred from earlier)

J. Van Dyck doesn't recall Ed & Rec asking for this budget adjustment. Boldt's work is done and the \$2,300 bill has already been paid. **Motion** by J. Van Dyck, seconded by V. Van Vonderen to deny this request. **Motion carried.**

7. APPROVE BUDGET ADJUSTMENT REQUEST Reallocate Library tax levy dollars transferred to the Central Library Renovation Capital Project fund in 2012 for the purpose of Architect costs associated with the expansion of the Southwest Branch Library. (deferred from earlier)

Motion by J. Van Dyck, seconded by V. Van Vonderen to deny this request since this money was intended for Central Library renovation projects. **Motion carried.**

14. CLOSED SESSION pursuant to Wis. Stat. § 19.85(1) (c) Considering employment; promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – personnel compensation.

Motion by C. Buboltz, seconded by V. Van Vonderen, to enter into closed session at 7:15 p.m. Roll call vote: Aye: C. Buboltz, J. Van Dyck, B. Nielsen, C. Bianchi, and K. Pletcher. Nay: none. **Motion carried.**

Motion by C. Buboltz, seconded by V. Van Vonderen to return to open session at 8:15 p.m. Roll call vote: Aye: C. Buboltz, J. Van Dyck, B. Nielsen, C. Bianchi, and K. Pletcher. Nay: None. **Motion carried.**

15. APPROVE ANY ACTION THAT MAY HAVE BEEN RECOMMENDED IN CLOSED SESSION

12. a. Approve Recommendation of the Personnel Committee in the hiring of the Library Director **Motion by** J. Van Dyck, seconded by V. Van Vonderen to approve the recommendations of the Personnel Committee to hire the Library Director subject to the results of the background check, and to approve a special incentive compensation for the Library Administrators Curt Beyler, Lori Denault, Sue Lagerman and Kimberly Young, and, to extend the Board's deep appreciation for their leadership during the vacancy of the Library Director.

C. Buboltz asked for a roll call vote on the motion. Roll call: Aye: C. Buboltz, J. Van Dyck, B. Nielsen, C. Bianchi, V. Van Vonderen and K. Pletcher. Nay: None. **Motion carried unanimously.**

16. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

17. MEETING SUMMARY/NEXTMEETING PLANNING

18. ADJOURNMENT

Motion by V. Van Vonderen, seconded by B. Nielsen, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:17 p.m.

NEXT REGULAR MEETING
February 19, 2015
Central Library
515 Pine Street, downtown Green Bay
5:15 p.m.

Respectfully submitted,

Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary